

# Submit the Local Uncollectible List - IRMS

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## Process

[UNCOLLECTIBLE BILL PROCESS IN THE LOCALITY](#)

## Effective Date

11/01/2012

## Purpose

This task is performed to submit the **completed** Local Uncollectible List to TAX. Locality Representatives in the Local Treasurer's Office perform this task when all uncollectible tax due returns have been entered on the Local Uncollectible List.

## Special Notes

- The electronic file of Uncollectible List data is prepared by the locality and held until February 1 and may be submitted on that day unless the TAX Processing Manager sends email notification with different instruction.
- The submit function may be used only once. The list must be complete before using the submit function in IRMS.
- Print a copy of the list for your records before submission. The list may not be printed after it is submitted.
- The "Uncollectible Advice Amount statement" with the Transmittal form has an explanation of the way the system computes the Advice Amount for the entered Uncollectible bills.

## Procedure

### Responsibility

Treasurer's Office Locality Representative

### Steps

1. Access IRMS and select **Tax Information: Local Uncollectible** from the main menu.  
**NOTE:** The Local Uncollectible Entry window opens.
2. Select "Local Uncollectible: Existing Information".
3. Review the information on the Local Uncollectible List.
  - A. If updates need to be made to the list, make updates, as needed.  
Please refer to TASK: [Maintain the Local Uncollectible List Information - IRMS](#)
  - B. If no updates are needed, continue to Step 4.
4. Print a copy of the **Local Uncollectible List** for your records.
  - A. Select Local Uncollectible: Print Existing List.
  - B. Retrieve the printed list from your printer.
  - C. Verify that all customer data printed.

5. Create an Uncollectible Transmittal Form to summarize the Uncollectible List.  
Please refer to TASK: [Complete the Local Uncollectible Transmittal Form](#)
6. Send the information to TAX by selecting **Submit**.  
**NOTE:** The system prompts you with the Advice Amount computed by the system for those customers that could be entered in IRMS. Refer to the "Uncollectible Advice Amount statement" with the Transmittal Form for an explanation of the computation.
7. Accept the Advice Amount by clicking **OK**.  
**NOTE:** The system prompts you to certify the list.
8. Certify and complete the submission of the information to TAX by clicking **OK**.
9. Exit IRMS.
10. Fax the Transmittal to TAX.  
**Department of Taxation**  
**TAX Local Uncollectible Team**  
**(804) 367-3014**
11. File the printed copy of the Local Uncollectible List in accordance with your office's procedures.

## Published Date

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